

Retention and Classification Report

Agency: Department of Workforce Services. Office of Job Training (554)

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AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14816

3

TITLE: Administrative directives

DATES: 1983-

ARRANGEMENT: Numerical by directive number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These directives are sent from the Office of Job Training to the service delivery areas (SDAs) throughout the state. They document the policy decisions of the Office of Job Training respecting the SDAs. Information includes a directive number (issued sequentially), interpretations of state or federal law related to job training programs, and signature of authorizing official.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 04/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85191

3

TITLE: Customized fast industrialized training contract files (JTPA)

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These contract files document the cooperative agreements between the agency and private companies or educational institutions to provide job training to Job Training Partnership Act (JTPA) program participants. The job training varies from basic secretarial tasks to highly technical and mechanical training. The large majority of contracts are made between the agency and the State Office of Education. The files include cooperative agreements (date, contractor and subcontractor names, amount of the agreement, and number of participants), Custom FIT monitoring reports, financial information related to the contracts, and correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after obligation of funds or property disposition and then destroy provided no litigation or audit has been initiated.

APPRAISAL:

Administrative Fiscal

This disposition is based upon federal requirements, 20 CFR 629.21 and 20 CFR 629.35.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85191

TITLE: Customized fast industrialized training contract files (JTPA)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 485

3

TITLE: Executive correspondence

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the record of incoming and outgoing personal correspondence created and received by the director of the Office of Job Training For Economic Development. It documents the principle administrative actions taken by the agency. The correspondence includes letters and memoranda with the Governor, Department of Labor, service delivery areas (SDA), Job Training Coordinating Council, state agencies, private industry councils, and some internal correspondence.

RETENTION:

Retain 5 years or until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/30/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until administrative use ends and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 485

TITLE: Executive correspondence

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14817

3

TITLE: Information notices

DATES: 1989-

ARRANGEMENT: Numerical by notice number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These informational notices are sent from the Office of Job Training to the Service Delivery Areas (SDAs) throughout the state. They facilitate communication with the SDAs. Information includes a notice number and information about upcoming conferences (including agenda and costs), staff changes, and any other topic deemed to be administratively important to the Office of Job Training.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 16.

AUTHORIZED: 04/12/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14817

TITLE: Information notices

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85190

TITLE: Service delivery area program compliance monitoring reports (JTPA)

DATES: 1984-

ARRANGEMENT: Alphabetical by service delivery area name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports are used to monitor satellite offices for compliance with the Job Training Partnership Act, both federal and state laws. The reports primarily document implementation of the Summer Youth Employment Training Program and Title II(a) Adult and Youth Employment Training Program. The reports verify findings and recommend corrective actions. Each report contains a review of service plans, notification letter, monitoring schedule, action plan, service delivery area (SDA) report, state report, worksite agreement, participant interviews, supervisor interviews, eligibility verification, and SDA questionnaire.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after obligation of funds or property disposition and then destroy provided litigation or audit has not been initiated.

APPRAISAL:

Administrative Fiscal

This disposition is based upon federal requirements, 20 CFR 629.1 and 20 CFR 629.35.

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 85190

TITLE: Service delivery area program compliance monitoring reports (JTPA)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 489

3

TITLE: State job training coordination council minutes and briefing packets

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These packets document the monthly policy and oversight decisions made by the State Job Training Coordination Council (SJTCC Board), the agency's governing board. The board's decisions relate primarily to the Job Training Partnership Act (JTPA) and state funded programs operated by the division. The board's recommendations are submitted to the Governor for final approval. These packets include the minutes of the prior month's meeting, Service Delivery Areas' (SDA) fiscal and program information, legislative funding requests, SDA annual plans and board recommendations for corrective actions to improve program operations. The board responds to new federal and state mandates affecting JTPA and approves any proposed amendments to state laws governing the division. These records contain names and signatures.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 489

TITLE: State job training coordination council minutes and briefing packets

(continued)

then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Office of Job Training

SERIES: 14819 3

TITLE: Travel files

DATES: 1985-

ARRANGEMENT: Alphabetical by employee name, thereunder chronological by travel date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 45.

AUTHORIZED: 04/13/1995

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)